



CITY OF HOUSTON

Job Posting

1	cd	Applications accepted from:	ALL PERSONS INTERESTED				
2		Job Classification	INSTRUMENT PERSON				
3		Posting Number	PN # 101463				
4		Department	Department of Public Works & Engineering				
5		Division	Engineering & Construction Division				
6		Section	Construction Branch				
7		Reporting Location	611 Walker*				
8		Workdays & Hours	M-F, 8:00 a.m. – 5:00 p.m.*				
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS Measures and obtains data pertaining to angles, elevations, points and contours for topographic and construction surveys. Performs routine topographic and construction surveys on city properties and right-of-way. Operates a variety of survey instrumentation equipment including level, transit and electronic measuring devices, etc. Calculates grades using survey data and construction plans; positions and marks stakes for use as reference points. Locates existing reference points; compiles field notes, makes sketches and records obtained data in field survey record books. Monitors supply levels and maintains equipment. Assists with traffic control around survey area clears brush from survey area, helps load truck with supplies. Performs other duties as assigned.						
10	WORKING CONDITIONS The position routinely requires lifting of moderately heavy items (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There routine exposures to significant levels of heat, cold, moisture and air pollution.						
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a high school diploma or GED.						
12	MINIMUM EXPERIENCE REQUIREMENTS Two (2) years of surveying experience are required.						
13	MINIMUM LICENSE REQUIREMENTS A Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).						
14	PREFERENCES	None					
15	SELECTION/SKILLS TESTS REQUIRED	None However, the Department may administer a skill assessment evaluation.					
16	SAFETY IMPACT POSITION	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.					
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <table><tr><td colspan="2">Salary Range – Pay Grade 11</td></tr><tr><td>\$755 - \$1,007 Biweekly</td><td>\$19,630 - \$26,182 Annually</td></tr></table>			Salary Range – Pay Grade 11		\$755 - \$1,007 Biweekly	\$19,630 - \$26,182 Annually
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\$755 - \$1,007 Biweekly	\$19,630 - \$26,182 Annually						
18	OPENING DATE	November 10, 2004					
19	CLOSING DATE	Open Until Filled					
20	APPLICATION PROCEDURES Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9496. An equal opportunity employer						